

## **TOWNSHIPS**

### **INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM**

**Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.**

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the **Township Treasurer or Township Trustee on each of the six (6) pages.**
2. On a separate page provide on official letterhead a Narrative, which includes the following information:
  - Population of Township
  - Services provided to residents
  - Number of Employees
  - Township Departments including facilities
3. Provide the RNO (Race and National Origin) profile of your service area:  
Census Data which can be found at this web site:  
<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>  
Community Facts: you must enter your County information in the search box; then click GO  
Once on your city page go to:  
2017 American Community Survey  
Click on: Demographic and Housing Estimates (Age, Sex, Race, Households and Housing, ...)
4. Sources of Funding:  
Mill Levy which can be found at this web site:  
<https://admin.ks.gov/offices/chief-financial-officer/municipal-services/county-tax-levy-sheets>  
Summary of the current budget for the Township

**All pages must be signed by Township Treasurer or Township Trustee**

Please retain a copy for your records.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351 Monday – Friday 8 AM to 4:30 PM.

o E-mail: [fedsurplus@ks.gov](mailto:fedsurplus@ks.gov)

o Fax: (785) 296-4060

o Mail: Federal Surplus Property

2830 SW Kanza Drive

Topeka, Kansas 66606

ATTN: Eligibility